



Human Resources

DATE POSTED: **February 10, 2006**

REQ. # 06-032

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, FL 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **02-10-2006** TO **02-16-2006**,
but will remain open until filled.

DEPARTMENT/DIVISION
ENVIRONMENTAL RESOURCES - OXBOW ECO CENTER

POSITION AVAILABLE
RETAIL/CLERICAL SPECIALIST

OF OPENINGS
1

STARTING SALARY
\$12.71 / hour

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 861
PAY GRADE: 14
SALARY: \$12.71 - \$19.39
RETAIL/CLERICAL SPECIALIST - OXBOW ECO CENTER

MAJOR FUNCTION: Specialized responsible and complex office support work involving the performance of a number of varied office, clerical, and administrative tasks, dealing with employees, interdepartmental divisions, vendors, volunteers and the public. Responsible for managing the daily operations of the Center's Gift Store and performs all related retail store functions. Weekend hours are required.

KNOWLEDGE, ABILITIES, AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS: **Knowledge:** Knowledge of modern office practices, procedures and commercial arithmetic. Knowledge of business English, spelling and arithmetic. Knowledge of principles and practices of office management and basic accounting. Knowledge of modern office computer programs, budgeting procedures office system. Knowledge of retail store operations. Knowledge of database management, queries and reports. Knowledge of graphic design and publishing. **Abilities:** Ability to prioritize, multi-task and manage time effectively. Ability to prepare routine documents, compose business letters and memoranda. Ability to make decisions in accordance with law, regulations, or policies and apply these to work problems. Ability to receive the public with considerable poise, tact, patience, and courtesy. Ability to make minor decisions to relieve the schedules of supervisors. Ability to establish and maintain harmonious working relationships with other employees and volunteers. Ability to work independently and without direct supervision. Ability to supervise temporary staff and volunteers. Serves as personal assistant to an administrative official by planning, initiating and carrying to completion clerical, secretarial, maintenance and administrative duties.

ESSENTIAL JOB FUNCTION:

Provides administrative staff support to a supervisor. Independently composes and replies to correspondence in accordance with departmental and County procedures. May assist and coordinate the preparation of operating budget. Creates a wide variety of reports for accounting and tracking of finances. Types accounting reports for State required monthly reports. Maintains continual budget records and makes supervisor aware of shortfalls. Prepares requisition orders, tracks purchase orders, and processes invoices and accounts payables. Purchasing includes researching costs, making recommendations, placing, tracking, and receiving orders. Serves as site inventory custodian. Coordinates the organization, maintenance and cleanliness of business office. Processes and submits work orders to Central Services and tracks completion of work. Responsible for updating and maintenance of database. Maintains employee in-house calendar. Supervises the daily operations of the Center Gift Store and performs all related retail store functions which includes daily/weekly/monthly/annual reports, daily deposits, researching, ordering, receiving, and tracking new inventory and performing annual inventory counts. Reads and routes incoming mail and assembles files and other materials to facilitate the supervisor. Receives and routes telephone calls, answering questions which may involve the interpretation of policies and procedures. Greets visitors. Performs related work as required or requested. **OTHER JOB FUNCTION:** Creates and maintains purchasing, policies, and office management procedure manuals. Assists with production and distribution of newsletter. Assists in event planning and implementation. Assists with Center and equipment maintenance and upkeep. Supervises volunteers as needed. Assists with monitoring of attendance. On call with alarm company.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good vision and hearing with or without correction. Occasional walking and frequent standing. Ability to lift occasionally 30 pounds.

WORK HAZARDS: Occasionally called upon to lift objects of 30 pounds or less. Possible vision dysfunction from heavy computer work. Communicative diseases from high exposure to the public.

EDUCATION: Graduation from high school or possession of an acceptable equivalence of a diploma. A comparable amount of training or experience may be substituted for the minimum qualifications.

EXPERIENCE: At least (3) years of considerable experience in performing clerical, secretarial, and computer work.

LICENSE, CERTIFICATION, OR REGISTRATION: Must have valid Florida Driver's License and good driving record.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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